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63 JAN 1986

MEMORANDUM FOR: Director of Information Technology

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FROM:
Chairman, Career Service Board

SUBJECT: Composition and Management of Sub-Panels

1. The Career Service Board has met on numerous occasions to create a sub-panel system of occupational categories to meet the career needs of OIT's employees. Our deliberations have assumed that (1) we wanted to integrate our three cultures--data processing, telecommunicating, and information handling; (2) we wanted as many panels as necessary to accommodate our many disparate skills--aggregating generally similar skills in the same occupational panel and (3) we wanted the sub-panel system to be bureaucratically viable, i.e., no more panels than necessary to do the job. Another guiding principle has been to have all parties "own" the solution. Finally, we view the solution as part structure and part process and as such something that can change as we gain experience.

2. To get to the recommendations we make today took a lot of time, a lot of thought, and some compromising. We came up with seven sub-panels; Operations, Development, Administrative, Technical, Information Handling, Senior Officer, and Secretarial. There is also a Career Entry (Professional Development Program).

3. Representative positions to be included in the sub-panels are as follows:

Operations Panel

computer operators
data base area
telecom specialists
operations specialists
secure switch
data base control center
operations config. mgmt.

Technical Panel

computer center technicians
hardware technicians
installation and maintenance
management
electronic technicians

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Development Panel

Application programmers
 CAMS programmers
 DESIST programmers
 SAFE programmers
 software COTR's
 config. mgmt.
 software systems integ.
 software quality assur.
 system programmers
 engineers

Information Handling Panel

data distribution
 mailroom
 registries/ISCs
 consultants
 PC store personnel
 service desks
 Systems Admin Branch
 IMOs
 classification review
 info privacy

Administrative Panel

personnel
 logistics
 admin assistants
 training assistants
 graphic/vis. aids
 HRP officers
 mgmt. services personnel
 training & info
 security
 B&F

Senior Officer Panel

all GS 14/15s

Secretarial Panel

4. Once you have approved the sub-panels, the next step is to select the sub-panel chairmen who will have the responsibility for managing the careers of the people in their panels to include their assignments, development, and training.

5. My recommendation is that this responsibility be centralized in HRP with strengthened management and necessary augmentation of the staff. Group Chiefs would maintain a role in the process by being formally designated as advisers to C/HRP and by inclusion in the approval process for assignments.

6. With your approval of the concepts above, we will commence implementation.

APPROVED:

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